

Steering Committee – Meeting Minutes

Date: 26 November 2024

Time: 8:00 – 12:00 ET / 14.00-18.00 CET

Location: Virtual / WBCSD office Geneva

Attendees

Members

Wataru Baba
Yamide Dagnet
Craig Hanson
Richard Manley
Julia Maris
Geraldine Matchett, Chair
Katie McGinty
Ovais Sarmad, Vice-Chair
Yongping Zhai

Excused: Dominic Waughray

Guests

Alexander Bassen (Independent Standards Board, Chair)
Tim Mohin, Chris Musser (BCG) (*for Agenda item 4*)

GHG Protocol Secretariat

David Burns
Maia Kutner
Michael Macrae (*for Agenda Item 6*)
Alexander Nick
Ralf Pfitzner
David Rich
Chuck Wilson (*for Agenda item 3*)

Agenda and Decisions

Item	Topic and Summary	Decisions
1	<i>Welcome and Objectives of the meeting</i> The Chair presented objectives of the meeting, referred to the mandate of the Steering Committee (SC) and welcomed WBCSD's new Global Director of the GHG Protocol, Maia Kutner.	The SC was not asked to make any decisions.
2	<i>Governance status</i> The Vice Chair presented the topics that are due for initial or final approval today: review of draft Donor Council Terms of Reference (ToR), Approval of Standard Development and Revision (SDR) Procedure, Approval of Observing Entities ToR and confirmation of Observing Entities to the ISB. Final versions of the Decision-Making Criteria, Values, Vision and Mission of the GHG Protocol were presented for information.	The SC was not asked to make any decisions at this point.
3	<i>Funding Campaign and Donor Council</i> An overview of current fundraising activities was presented. The Secretariat presented plans to introduce a Donor Council to allow for information exchange between the SC and donors, along with the draft associated Terms of Reference for the Donor Council. These were discussed and provisionally approved pending final editorial revision.	Decision: The SC provisionally approved the Donor Council Terms of Reference including some editorial changes.

4	<i>Strategy I: GHG Protocol Role in GHG Ecosystem</i> The Secretariat, supported by BCG, presented an overview of the GHG accounting ecosystem that informed SC discussions on strategy and potential future collaborations or partnerships.	The SC was not asked to make any decisions.
5	<i>Independent Standards Board</i> <i>Status & Timelines</i> The Chair of the Independent Standards Board (ISB) presented the updated list of ISB members and informed about the ISB meetings held so far as well as about the Technical Working Groups (TWG) being operational since October across four workstreams. Timelines as part of the Standard Development Plans were discussed by the SC. <i>Standard Development and Revision Procedure</i> The ISB Chair presented the Standard Development and Revision Procedure for approval. It was approved without objection. <i>Observing Entities for ISB</i> The SC Chair presented the selection criteria as well as the proposed Terms of Reference (ToR) for Observing Entities for the ISB which were prepared by the Secretariat. The selection criteria as well as the identified Observing Entities were approved, and the related ToR were provisionally approved by the SC and will be shared with the designated Observing Entities for review, prior to final SC approval by electronic vote.	Decision: The Standard Development and Revision Procedure was approved. The ISB Observing Entities selection criteria and the identified Observing Entities were approved. Terms of Reference for ISB Observing Entities were provisionally approved by the SC.
6	<i>Standards: Key issues in Scope 2 Guidance revision</i> The SC Chair invited a member of the Secretariat for a learning session for the SC. This member presented an overview of key topics being discussed as part of the Scope 2 Guidance revision.	The SC was not asked to make any decisions.